



Job Title: Clerk IV – Inventory

Supervisor: Coordinator Inventory Management

Terms of Employment: 246 days

Job Summary:

The Clerk IV – Inventory assists with administrative, inventory, and recordkeeping procedures related to warehouse operations.

Essential Duties:

1. Performs office routines and practices associated with a busy, yet productive and smoothly run office.
2. Creates and manages requisitions.
3. Maintains a complete inventory of furniture in all district buildings; maintains records of acquisition, transfer, and disposal.
4. Assists in obtaining quotes for all supplies, materials, and furniture; ensures lowest possible price following district procurement procedures and laws.
5. Assists with procurement efforts for obtaining materials and other inventory for warehouse.
6. Tracks all inventoried equipment; assigns and attaches identification numbers, and assists with physical inventories of machinery, furniture, supplies and equipment, and maintains related inventory records.
7. Checks and monitors all incoming materials for accuracy of invoices and purchase orders; processes purchase orders.
8. Scans and attaches credit card receipts in PeopleSoft; reconciles credit card statements.
9. Makes deliveries as required to maintenance personnel and schools.
10. Generates daily log of inventory removed and added to warehouses; creates report to monitor quantities.
11. Works closely with Warehouseman and Warehouse Foreman on warehousing and inventory.
12. Receives, routes, records, and takes messages on incoming phone calls.
13. Assists in developing and filling out forms and records for warehousing and inventory management.
14. Assists in maintaining an electronic catalog of all items available from warehouse.
15. Assists in preparing items to sell on GovDeals.com or the current agency designated for the disposal of district property; tracks and monitors sales as needed.
16. Manages vehicle information; maintains records of drivers, accidents, and repairs; assists drivers of district owned vehicles with transportation issues (e.g. accidents or flat tires).
17. Assists with budget control for warehousing and inventory management.
18. Maintains a regular filing system for all records, correspondence, and other information.
19. Performs bookkeeping tasks associated with warehousing and inventory management.



Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma required; Associate's degree in Business or Office Management preferred.
2. Minimum one year clerical experience required; or an equivalent combination of education and experience.
3. Completion of ACT WorkKeys.
4. Proficiency in keyboarding (50 wpm).
5. Working knowledge of office management procedures.
6. Familiarity with technical documents, engineering proposals, and related terminology.
7. Ability to work effectively with all district personnel and handle consultant arrangements.
8. Ability to prepare and/or process purchase orders.
9. Ability to be accountable for inventory and property management.
10. Knowledge of PeopleSoft and GovDeals.com preferred.
11. Ability to work with technical personnel, and contractors' field personnel.
12. Ability to use small office equipment, including copy machines or multi-line telephone systems; use computers for data entry; and use computers for word processing and/or accounting purposes.
13. Computer literacy and proficiency with Microsoft Excel, Word, and other software as needed.
14. Ability to assume workload and follow-up on tasks with minimal directions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- physically capable of frequently lifting or moving up to 20 pounds;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;



- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 105

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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